



Developmental Disabilities Administration

Lakeland Village Superintendent



The Superintendent is a highly valued member of the Developmental Disabilities Administration's leadership team and serves as the executive of Lakeland Village providing operational and strategic guidance to deliver quality services to people with intellectual and developmental disabilities.

SALARY RANGE

\$118,859 - \$128,859 annually



Department of Social and Health Services

Our Mission is "Transforming Lives"

The Department of Social and Health Services celebrated its Golden Anniversary in 2020, marking 50 years as Washington's largest state agency. DSHS employs over 15,000 people, has a biennial operating budget of \$16.7 billion and provides critical services for nearly 2 million Washingtonians. DSHS contracts with over 80,000 local government, private and nonprofit contractors to deliver these services, and operates over 140 field offices and 12 state-run facilities throughout Washington.

DSHS provides and coordinates crucial services for individuals and families who are most in need of help weathering life's storms. Statewide, DSHS administers programs such as food and cash assistance, long-term care, services for people with intellectual and developmental disabilities, and mental health treatment for people in state-operated psychiatric hospitals as well as those with criminal justice involvement and waiting to receive competency evaluation and restoration services. DSHS serves nearly 30% of all Washington households, and nearly one-third of all services are delivered to children.

DEVELOPMENTAL DISABILITIES ADMINISTRATION

As a national leader, DSHS/DDA provides case management, residential, employment and day services and other supports to people with developmental and intellectual disabilities. This continuum of services consists of safe, high-quality home, community- and facility-based residential supports.

Statewide, more than 36,000 clients receive supports or a paid service from DSHS/DDA, which has 27 local offices, four state-operated residential habilitation centers and multiple state operated community residential programs. Eligibility staff determine if a person meets the state definition of having a developmental disability, and case managers assess service needs and authorize supports. DSHS/DDA field staff develop resources and monitor providers.



OUR VALUES ARE:

Honesty and Integrity: Leadership and service require a clear moral compass.

Pursuit of Excellence: It is not enough to get the job done, we must always challenge ourselves to do it better.

Open Communication: Excellence requires teamwork and a strong team is seen, heard and feels free to contribute.

Diversity and Inclusion: Only by including all perspectives are we at our best and only through cultural competency can we optimally serve our clients.

Commitment to Service: Our challenges will always exceed our financial resources, our commitment to service must see us through.



OUR AGENCY IS GUIDED BY SIX STRATEGIC PRIORITIES

Each priority is a critical pillar to transforming lives.

DSHS works with individuals of all cultures, abilities and identities. We believe each person we serve deserves to feel welcomed and accepted when accessing our services. Our agency is organized into five direct service administrations and two support areas:

- Aging and Long-Term Support Administration
- Behavioral Health Administration
- Developmental Disabilities Administration
- Division of Vocational Rehabilitation
- Economic Services Administration
- Facilities, Finance and Analytics Administration
- Office of the Secretary

Guide to our administrations.

(showing size and scope of work)

As a department we are tied together by a single mission: *to transform lives.*

Each administration within DSHS has a refined focus on this mission.

NUMBER OF DSHS STAFF

15,000+

NUMBER OF DSHS CLIENTS

1,826,015

FACILITIES, FINANCE AND ANALYTICS

STAFF
924

BEHAVIORAL HEALTH ADMINISTRATION

STAFF
3,862 CLIENTS
2,891

DIVISION OF VOCATIONAL REHABILITATION

STAFF
310 CLIENTS
20,665

ECONOMIC SERVICES ADMINISTRATION

STAFF
3,732 CLIENTS
1,746,741

DEVELOPMENTAL DISABILITIES ADMINISTRATION

STAFF
3,750 CLIENTS
64,130

AGING AND LONG-TERM SUPPORT ADMINISTRATION

STAFF
2,253 CLIENTS
92,643

OFFICE OF THE SECRETARY

STAFF
461

DEVELOPMENTAL DISABILITIES ADMINISTRATION

Supports people with intellectual and/or developmental disabilities and their families to get services and supports based on need and choice.

FACILITIES, FINANCE AND ANALYTICS

Provides the necessary stewardship of the department's physical, financial and intellectual resources by safeguarding the resources needed to care for and support our clients.

BEHAVIORAL HEALTH ADMINISTRATION

Supports sustainable recovery, independence and wellness through funding and delivering effective prevention, intervention and treatment services for youth and adults with mental health conditions and their families.

DIVISION OF VOCATIONAL REHABILITATION

Provides unemployment services and counseling to individuals with disabilities who want to work but experience barriers due to physical, sensory and/or mental disability.

ECONOMIC SERVICES ADMINISTRATION

Works to build a Washington without poverty and injustice by helping children, adults, and families weather the storms of life through various programs. A national leader in providing poverty reduction services to nearly 1.8 million people in our state. We provide tools and resources to build well-being including cash grants, food and medical assistance, employment-focused services, refugee assistance, disability determinations and child support collection.

AGING AND LONG-TERM SUPPORT ADMINISTRATION

Supports seniors and people with disabilities living with good health, independence, dignity, and control over decisions that affect their lives.

OFFICE OF THE SECRETARY

Supports the success of all programs within the agency through technology services, human resources, equity, diversity, and inclusion, Indian policy, communications, innovation and strategy, public records requests and many more critical central services.

We stand as an anti-racist agency.

At DSHS, it is our social responsibility to dismantle structural racism wherever it presents itself in our work, for staff and clients.

Our staff have already propelled the agency's equity, diversity and inclusion efforts in motion. We build on this work through a three-year anti-racism action plan that will shape our budget, leadership diversity, training and culture.



▣ LAKELAND VILLAGE

Located near Spokane and originally established in 1914, Lakeland Village is a state-operated 24-hour residential habilitation center within DSHS' Developmental Disabilities Administration. With approximately 700 employees providing support to nearly 175 adult clients, our purpose is to provide comprehensive quality services that meet individual needs, honor human and legal rights, and promote independence and self-management in personalized home-like environments.

People receiving services at Lakeland Village have a wide range of needs, from profound physical and intellectual challenges to co-occurring conditions such as significant health concerns and mental illness.

Major services provided:

- Intermediate Care Facility level-of-care
- Nursing Facility level-of-care
- Short-term respite services

Lakeland Village is able to offer training, education and health care to people with intellectual and developmental disabilities. Services include habilitation, activities of daily living training, employment training, nursing supports, medication administration, behavioral support, therapies (physical, occupational, speech) and case management.

Our clients get to experience an extensive day program that involves sensory integrative and interactive techniques such as touch, pressure, massage, aromatherapy, relaxation, music, environmental controls, micro technology, audio/visual sensory stimulating activities and movement.

Through our holistic services and programs, clients achieve measured success to reduce sensory defensiveness, anxiety, aggression and self-injurious behavior. Clients have vocational/employment opportunities and may work in a store on campus, recycle, provide print shop service, work in the greenhouse or produce ceramics as well as perform contracted work for community businesses.



▣ WASHINGTON THE EVERGREEN STATE

Washington state consistently ranks among the best states to live in the nation. Nestled in the upper left-hand corner of the Pacific Northwest, our region offers a multitude of year-round indoor and outdoor activities. We have lakes, rivers, the Pacific Ocean, ancient forests, majestic mountains and rolling prairies that are home to some of the best geology, geography and agriculture in the world. We have opportunities for boating, fishing, clamming, hiking, camping, crabbing and winter sports, and are home to world-class amateur and professional sports teams, including the newest National Hockey League franchise. Washington

residents also enjoy a broad spectrum of cultural activities, including several symphony orchestras, theatres, art and history museums as well as rich and renowned dining experiences.

Spokane is Eastern Washington's largest metropolitan center and one of the largest cities in the state. Located along the Spokane River, the city lies only 20 miles from the Washington-Idaho border and about 280 miles east of Seattle. Spokane is the economic and cultural center of this regional metropolitan area. The affordable cost of living, quality school systems and vibrant arts and culture scene are just a few of the characteristics that entice new residents.





■ THE OPPORTUNITY

The Superintendent is a highly valued member of the Developmental Disabilities Administration's leadership and serves as the executive of Lakeland Village.

The ability to lead and influence services for people with intellectual and developmental disabilities based on need and choice, for many, is considered one of the greatest privileges you can have in public service. Joining DDA, the Superintendent has an opportunity to leverage authentic leadership, excellent communication, and interpersonal skills to advance the overall strategic and operational direction ensuring services align with our mission, vision and values.

Leading a 24/7 residential habilitation center, you will have a pulse on strategic planning, performance management, employer relations, quality assurance, internal controls, and emergency risk management, providing direction on the way intermediate and nursing care is administered.

■ PRIMARY PRIORITIES

- Ensuring programs, policies, and procedures comply with appropriate laws, regulations and guidelines.
- Ensuring a safe, inclusive, and healthy environment for all clients and staff.
- Leading and maintaining an engaged workforce that is well trained, diverse and qualified.
- Providing direction and oversight of emergency management activities.
- Balancing the budget, ensuring spending is within appropriation.
- Collaborating in strategic planning, performance management, and other cross-divisional efforts that may influence statewide operations, policy, and/or service delivery.

■ KNOWLEDGE, SKILLS, AND ABILITIES NEEDED TO BE SUCCESSFUL:

- Ability to align communication, people, culture and process to advance services and supports to our clients.
- Knowledge of State and Federal laws, regulations and policies.
- A thorough understanding of legislative procedures and processes; state personnel rules and labor relations practices.
- Excellent communication skills including writing, public speaking, listening and negotiating.
- Ability to prioritize and manage many competing demands and make and defend difficult decisions.
- Advanced interpersonal skills and ability build strategic relationships with stakeholders, partners, teams, and departments to advance shared goals.
- Skill as a presence and resource to gain commitment from others to comply with laws, regulations, standards, and guidelines.
- Ability to assess quality assurance, formulate and inform decision making, issue resolution and policy development.
- Knowledgeable in facility-based service delivery to include regulatory expertise and survey processes.
- Expertise in emergency management and incident command protocols.
- Ability to develop budget proposals and implement appropriations.
- Ability to use experience, insight and sound judgement to manage a residential habilitation center effectively.

■ EDUCATION AND EXPERIENCE

- A Bachelor's degree in social work, human service, business administration, public administration, health care administration, or related field.
- Five (5) years working in support of individual with developmental and intellectual disabilities.
- Three (3) years senior level administrative or supervisory experience demonstrating effective team management and results driven leadership.

■ COMPENSATION AND BENEFITS

The annual salary range for the Superintendent is \$118,859 – \$128,859. In addition, the Department of Social and Health Services offers a generous **benefit package** that includes:

- **Retirement and Deferred Compensation** – We help you prepare for life after your career by offering an excellent [retirement plan](#), which includes employer contributions. In addition, you may participate in the [Deferred Compensation Program](#) for a tax-deferred retirement investment.
- **Medical, Dental and Vision Insurance** – you and your family can choose from several [medical and dental plans](#). The state's employee premiums make high-quality medical coverage affordable, and the state pays 100% of employees' dental premiums.
- **Life and Long-term Disability Insurance** – basic life and long-term disability insurance at no cost to you, with the option to purchase additional supplemental insurance coverage with very low premiums.
- **Annual Leave** – 14-25 days of vacation per year.
- **Holidays** – 11 paid holidays.
- **Sick Leave** – 12 days per year.
- **Relocation Assistance**

- Demonstrated experience in quality assurance, bargaining, excellent communication and ability to solve problems.
- An understanding of public policy issues and interests that impact social service.

■ APPLICATION AND PROCESS

We would like to hire no later than January 2022.

Applicant material received by Dec. 14, 2021 will be given guaranteed consideration. Applicants deemed to have the most relevant demonstrated experience will be contacted for further interview and selection.

To be considered, please submit a resume and cover letter addressing your interest and the knowledge, skills and abilities noted in this profile to Lindsey White at Lindsey.White@dshs.wa.gov or apply directly to www.careers.wa.gov #2021-13611.

For additional information or questions contact:

Lindsey White, *Talent Acquisition Business Manager*
Washington State Department
of Social and Health Services
(C) (360) 890-5962

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Per Governor Inslee's [Proclamation 21-14](#) ([Download PDF reader](#)) state employees must be fully vaccinated no later than Oct. 18, 2021. Your vaccine status will be verified at New Employee Orientation. Please note medical or religious accommodation may be available, once an offer of employment is made.

